

Placer County Health and Human Services Department

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Starting a Business in Placer County

What you need to do to obtain a Health Department Permit to Operate

Placer County Environmental Health Department

Auburn Office

3091 County Center Drive # 180 Auburn CA 95603 (530) 745-2300 Fax (530) 745-2370 www.placer.ca.gov

Tahoe Office

565 West Lake Blvd. PO Box 1909 Tahoe City CA 96145 (530) 581-6240 Fax (530) 581-6242

Step 1. Beginning the Process

Pick up an Environmental Health Application for Food Facility Plan Review. Read the attached Plan Review and Construction Guide, Helpful Hints, and General Construction and Equipment Requirements. Contact other required agencies such as the Building Department, Planning Department, Public Works, etc. for their requirements.

Step 2. Submittal of Application, Plans and Fee

Turn in your completed Application for Food Facility Plan Review, Fee Disclosure Statement, and plans to Environmental Health. The Auburn Office requires one set of plans and the Tahoe Office requires two sets of identical plans for review. At this time the plan check fee will be required. The plan check will not begin until after the fee is received. Your facility will be assigned to the Environmental Health Specialist (EHS) who is responsible for the district in which your facility is located.

Step 3. Plan Review Process

The proposed facility is plan checked according to the requirements of the California Retail Food Code (Cal Code). Plans are reviewed in the order they are received. Allow at least twenty (20) working days for review of the plans. Inadequate plans may result in a delay of approval.

NOTE: If any changes on the approved plans are required, revised plans must be submitted to Environmental Health for review and approvals prior to construction. Identical sets of plans must be submitted to Environmental Health and the Building Department concurrently for review and final approval.

Step 4. Construction and/or Final Inspection

Placer County only requires a final inspection which is to be called in at least three (3) working days prior to the requested inspection date. At this time all construction should be completed and equipment operational. Accepting of product or food preparation will NOT be allowed until a valid health permit is issued by the EHS. The health permit is to be applied for separate from the plan check.

NOTE: Some circumstances may require a construction inspection per the EHS prior to the final inspection to check rough plumbing and equipment installation. A courtesy walk through prior to final inspection can be made, contact your district EHS to schedule.

Step 5. Routine Facility Inspections

After you are open for business, your assigned EHS will be making periodic, unannounced inspection of your facility. An operating food facility is required to maintain a clean, organized environment in good repair meeting all requirements under Cal Code. Employees are, at all times, to practice safe and sanitary methods of food handling and are encouraged to attend Safe Food Handling training. If you have any questions, contact your district EHS.

Plan Review and Construction Guide

Placer County Environmental Health Department

1. Introduction

A. This construction guide was created for those who intend to construct or remodel a retail food establishment within Placer County. It is intended to provide you with general overview of the State requirements found in the California Retail Food Code (Cal Code). This guide only addresses health aspects of your operation. Other agencies such as local Planning, Building, Public Works, and Fire Departments may have additional requirements. Owners and agents are advised to simultaneously contact all appropriate agencies to obtain permits and to clarify other codes and regulation regarding your food facility.

- **B**. A remodel is an alteration to the structure, changing or adding equipment to an existing food establishment under permit. Per Cal Code, a remodel means construction, building, or repair to the food facility that requires a permit from the local building authority. For purposes of mobile food facilities, temporary food facilities, and satellite food services, "remodel" means any replacement or significant modification of an integral piece of equipment.
- **C**. Before construction or altering any building used as a food establishment, detailed plans and specification must be submitted to the Environmental Health Department for approvals.

2. Plan Check Application and Fees

- **A**. When your plans are ready to be submitted the following must also be submitted to initiate the plan check process:
 - 1- A competed Application for Food Facility Plan Review
 - 2- Plan check fee
 - 3- Fee Disclosure Statement

3. Plan Submittal

- A. The Auburn office only requires one (1) set of plans. The Tahoe office requires (2) sets.
- **B**. Plans may be prepared by an architect, draftsman, contractor, or owner. Incomplete plans will be returned for corrections, which may result in a delay of plan approval.

All plans must be accompanied by the following:

1- **Equipment manufacture's specifications sheets** with descriptions and model numbers on all equipment, including all dishwashers and hot water heaters. All equipment must be NSF or ANSI Standard.

2-Plumbing layout page that includes:

- a. Key of symbols
- b. Hot and Cold Water Lines
- c. Waste water lines
- d. Floor drains and floor sink locations. Floor sinks must be flush with floor surface, unless special circumstances prevail.
- e. Indirect and direct waste connections
- f. Water heater location
- g. Water heater specifications (cut sheet) including the following:
 - 1. # of gallons
 - 2. Gas or Electric
 - 3. BTU Input or KW Input
 - 4. Recovery Rate (# gallons/hr and degree rise)
 - 5. Complete hot water demand worksheet. Please refer to the <u>Guidelines</u> for Sizing Water Heaters by CCDEH.
- 3- **Electrical layouts** and lighting plan. Lighting must have shatterproof covers or bulbs.

4- Finish Schedule

Detailed finish scheduled of all surfaces (walls, ceilings, floors, and counters). A finish Schedule specifying material, finishes and colors for floors, bases, walls, ceiling, shelving and cabinets. Samples of proposed finish materials may be required. Give specific brands and manufacturer's specification numbers. For flooring requirements please refer to the <u>Flooring Materials for Retail Food</u> Facilities.

- 5- A **Vicinity Map** showing the building and structure locations along with two cross streets.
- 6- A **Site Plan** including dumpster pad and waste receptacle location.
- 7- A Floor Plan of the entire facility.
- 8- Total Square Footage and proposed Seating Capacity.
 - a. Indicate whether customer eating and drinking utensils will be single-serviced (all disposable) or multi-use.
 - b. Clarify types of foods to be prepared and served. A copy of a menu is very helpful. Indicate whether alcoholic beverages will be served.
- 9- **Restroom locations** in relation to the food facility and building. Plan must include:
 - a. Restroom equipment.
 - b. Finish specifications (included in finish schedule).
 - c. Restrooms shared with other businesses require a written agreement detailing maintenance, cleaning, and stocking responsibility.
 - d. Number of sinks and toilets are determined by the Building Department.
 - e. Fixture installations to meet ADA requirements.

- 10. Exhaust Hood Mechanical pages for Type I and/or Type II hoods. All facilities that are required to have exhaust hoods must submit an Exhaust Hood Worksheet. Refer to the Requirements for Hood Plans. Fill this form out in entirety and submit it with the plans. The mechanical plans must include the following:
 - a. Total CFMs (exhausted and make up)
 - b. Hood size and dimensions
 - c. Duct size and air flow information
 - d. If air conditioning units are being used to provide make up air, then units MUST be interlocked with hoods and indicated as such on the plans. Must have 100% make up air.
 - e Include a table showing total exhaust flows and total make up air showing a positive air balance.
- 11. Grease trap requirements are determined by the Building Department or sewer district. If required then the units are highly preferred to be installed outside the facility. Some jurisdictions allow under the sink grease traps that discharge grease into a catch container. These must be installed to that the sink flow is restricted and the sink discharge line has an air gap to trough system or strainer unit located prior to the grease trap.
- 12. Hand Washing Facilities: Food Facilities shall provide facilities exclusively for hand washing in food preparation areas and in ware washing areas, that are sufficient in number and conveniently located so as to be accessible at all times for use by food handlers. This Division considers a travel distance of 15 feet in one direction to be the maximum distance a food handler could travel and be convenient.

 Splash guards shall be provided between hand wash facilities and food equipment storage
 - Hand washing facilities must provide hot water under pressure at a range of 100'F to 108'F.

NOTE:

1. Plans shall be drawn to minimum $\frac{1}{4}$ inch = 1 foot.

and washing areas.

- 2. Any changes made to plans must be re-submitted to both Environmental Health and the Building Department.
- 3. Identical sets of plans must be submitted to Environmental Health and the Building Department concurrently for review and final approval.

DISCLAIMER:

The above has been prepared to provide information and to assist the reader in meeting State and local requirements for the preparation of food establishment plans. Please be advised that the applicant for plan approval is responsible to meet all codes and ordinances as may be enforced by this department and by other agencies.

General Construction and Equipment Requirements

Excerpt directly from the California Retail Food Code

Section 114268 Floors:

- (a) Except in sales areas and as otherwise specified in subdivision (d), the floor surfaces in all areas in which food is prepared, prepackaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located in all toilet and hand washing areas, except with respect to areas relating to guestroom accommodations and the private accommodations of owners and operators in restricted food service facility, and in employee change and storage areas shall be smooth and of durable construction and nonabsorbent material that is easily cleanable.
- (b) Floor surfaces shall be coved at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches, except in areas where FOOD is stored only in unopened bottles, cans, cartons, sacks, or other original shipping containers.
- (d) Except for dining and serving areas, the use of sawdust, wood shavings, peanut hulls, or similar materials is prohibited.
- (e) This section shall not prohibit the use of approved dust-arresting floor sweeping and cleaning compounds during floor cleaning operations or the use of anti-slip floor finishes or materials in areas where necessary for safety reasons.

Section 114271 Walls and Ceilings:

- (a) Except as provided in subdivision (b), the walls and ceilings of all rooms shall be of a durable, smooth, nonabsorbent, and easily cleanable surface.
- (b) This section shall not apply to any of the following areas:
- (1) Walls and ceilings of bar areas in which alcoholic beverages are sold or served directly to the consumers, except wall areas adjacent to bar sinks and areas where FOOD is prepared.
- (2) Areas where FOOD is stored only in unopened bottles, cans, cartons, sacks, or other original shipping containers.
 - (3) Dining and sales areas.
 - (4) Offices.
- (5) Restrooms that are used exclusively by the patrons, except that the walls and ceilings in the restrooms shall be of a nonabsorbent and washable surface.
- (c) Acoustical paneling may be utilized if it is installed not less than six feet above the floor. The paneling shall meet the other requirements of this section.
- (d) Conduits of all types shall be installed within walls as practicable. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning.
- (e) Attachments to walls and ceilings, such as light fixtures, mechanical room ventilation system components, vent covers, wall mounted fans, decorative items, and other attachments, shall be easily cleanable.

114256 Employee Storage Areas:

- (a) Areas designated for employees to eat and drink shall be located so that food, equipment, linens, and single-use are protected from contamination.
- (b) Lockers or other suitable facilities shall be located in a designated room or area where contamination of food, equipment, utensils, linens, and single-use articles cannot occur.

114256.1. Dressing Rooms and lockers

- (a) Lockers or other suitable facilities shall be provided and used for the orderly storage of employee clothing and other possessions.
- (b) Dressing rooms or dressing areas shall be provided and used by employees if the employees regularly change their clothes in the facility.

114250. Toilet facilities

Clean toilet rooms in good repair shall be provided and conveniently located and accessible for use by employees during all hours of operation. The number of toilet facilities required shall be

in accordance with applicable local building and plumbing ordinances. Toilet rooms shall not be used for the storage of food, equipment, or supplies. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.

Section 114281 Storage area for cleaning equipment and supplies

A room, area, or cabinet separated from any food preparation or storage area, or warewashing or storage area shall be provided for the storage of cleaning equipment and supplies.

114252.1. Light bulbs, protective shielding

(a) ...light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is nonprepackaged ready to eat food, clean equipment, utensils, and linens, or unwrapped single-use articles.(b) Shielded, coated, or otherwise shatter-resistant bulbs need not be used in areas used only for storing prepackaged foods in unopened packages, if the integrity of the packages cannot be affected by broken glass falling onto them and the packages are capable of being cleaned of debris from broken bulbs before the packages are opened.

114245.3. Indoor Storage Area for Refuse, Recyclables, and Returnable's

If located within the food facility, a storage area for refuse, recyclables, and returnables shall meet the requirements for floors, walls, ceilings, and vermin exclusion as specified in this part.

114245.4. Outdoor refuse area

If provided, an outdoor storage area or enclosure used for refuse, recyclables, and returnable's shall be constructed of nonabsorbent material such as concrete or asphalt and shall be easily cleanable, durable, and sloped to drain.

114245.5. Outside receptacle

Receptacles and waste handling units for refuse and recyclables shall be installed so that accumulation of debris and insect and rodent attraction and harborage are minimized and effective cleaning is facilitated around and, if the unit is not installed flush with the base pad, under the unit.

114197. Approved liquid waste disposal system

Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system.

114199. Equipment compartments, drainage

Equipment compartments that are subject to accumulation of moisture due to conditions such as condensation, food or beverage drip, or water from melting ice, shall be sloped to an outlet that allows for complete draining.

114269. Floor drains

- (a)Upon new construction or extensive remodeling, floor drains shall be installed in floors that are water-flushed for cleaning and in areas where pressure spray methods for cleaning equipment are used. Floor surfaces in areas pursuant to this subdivision shall be sloped 1:50 to the floor drains.
- (b) Upon new construction or extensive remodeling, floor sinks or equivalent devices shall be installed to receive discharges of water or other liquid waste from equipment.

114193. Backsiphonage prevention

- (a) All steam tables, ice machines and bins, food preparation sinks, walk-in refrigeration units, and other similar equipment that discharge liquid waste shall be drained by means of indirect waste pipes, and all wastes drained by them shall discharge through an air gap into a floor sink or other approved type of receptor.
- (b) Drainage from reach-in refrigerator unit shall approved device by an indirect connection or to a properly installed and functioning evaporator.
- (c) Indirect waste receptors shall be located to be readily accessible for inspection and cleaning.

114149.2. Ventilation hood system

- (a) Every hood shall be installed to provide for thorough cleaning of all interior and exterior surfaces, including, but not limited to, the hood, filters, and piping, lights, troughs, hangers, flanges, and exhaust ducts.
- (b) Exhaust ventilation hood systems in food preparation and warewashing areas, including components such as hoods, fans, guards, and ducting, shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens, and single-use articles.
- (c) Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place.
- (d) Every joint and seam shall be substantially tight. No solder shall be used, except for sealing a joint or seam.
- (e) When grease gutters are provided they shall drain to a collecting receptacle fabricated, designed, and installed to be readily accessible for cleaning.
- (f) Exhaust hood ducting shall meet the following requirements:
- (1) All seams in the duct shall be completely tight to prevent the accumulation of grease.
- (2) The ducts shall have sufficient clean-outs to make the ducts readily accessible for cleaning.
- (3) All ducts in the exhaust system shall be properly sloped.
- (4) Intake and exhaust air ducts shall be cleaned and filters changed so they are not a source of contamination by dust, dirt, and other materials.

114130. Equipment and utensils

- (a) Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.
- (b) Except as specified in subdivision (c), all new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. In the absence of an applicable ANSI certified sanitation standard, food-related and utensil-related equipment shall be evaluated for approval by the enforcement agency.
- (c) Restricted food service facilities need not comply with subdivision (b), depending on the extent of the food service activities, and if the enforcement office determines that the equipment meets the characteristics of subdivision (a).
- (d) All new and replacement electrical appliances shall meet applicable Underwriters

114259. Exclusion of vermin

A FOOD FACILITY shall at all times be constructed, equipped, maintained, and operated as to prevent the entrance and harborage of animals, birds, and VERMIN, including, but not limited to, rodents and insects.

114259.2. Pass-thru window service openings

Passthrough window service openings shall be limited to 216 square inches each. The service openings shall not be closer together than 18 inches. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 meshes per square inch. Passthrough windows of up to 432 square inches are approved if equipped with an air curtain device. The counter surface of the service openings shall be smooth and easily cleanable.

113953. Handwashing facilities

- (a) Handwashing facilities shall be provided within or adjacent to toilet rooms. The number of handwashing facilities required shall be in accordance with local building and plumbing codes.
- (b) (1) Except as otherwise provided in Section 114358, food facilities constructed or extensively remolded after January 1, 1996, that handle nonprepackaged food, shall provide facilities exclusively for handwashing in food preparation areas and in warewashing areas that are not located within or immediately adjacent to food preparation areas. Handwashing facilities shall be sufficient in number and conveniently located so as to be accessible at all times for use by food employees.
- (2) The handwashing facility shall be separated from the warewashing sink by a metal splashguard with a height of at least 6 inches that extends from the back edge of the drainboard to the front edge of the drainboard, the corners of the barrier to be rounded. No splashguard is required if the distance between the handwashing sink and the warewashing sink drainboards is 24 inches or more.

(c) Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet.

114163. Food preparation sinks

- (a) Except as specified in subdivision (b), a food preparation sink shall be provided in permanent food facilities for the washing, rinsing, soaking, thawing, or similar preparation of foods.
- (1) The food preparation sink shall have a minimum dimension of 18 inches by 18 inches in length and width and 12 inches in depth with an integral drainboard or adjacent table at least 18 inches by 18 inches in length and width.
- (2) The food preparation sink shall be located in the food preparation area, provided exclusively for food preparation, and accessible at all times.
- (3) The sink shall be equipped with an adequate supply of hot and cold running water through a mixing valve. (b)
- (1) Food facilities that were approved for operation without a food preparation sink prior to the effective date of this part need not provide a food preparation sink unless the food facility makes a menu change or changes their method of operation.